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|  | **Form 315-1** | | |
|  | **School Incident Report for Insurance Purposes** | | |
| **\\svr-div-staff\staffData$\Linda.Klassen\Desktop\Vertical Logos\_AJJaWuw.png** | Box 700, Rosetown, Sask., S0L 2V0  Phone: (306) 882-2677 Fax: (306) 882-3366  Toll Free: 1(866) 375-2677, www.sunwestsd.ca | **Reference** | **AP 315 Illness/Injuries at School** |
| **Revised** | **June 1, 2020** |
| **Level** | **Division** |
| **Submit to** | **Online Form** |
| **When** | **As Required** |

Incident Reporting: [www.opticrisk.com/SSBA/forms/AccidentIntake.aspx](http://www.opticrisk.com/SSBA/forms/AccidentIntake.aspx).

Within the form, there are two tab options of what kind of claim can be used:

* **Accident Intake Form** (School Incident Report Form for Insurance Purposes) is the most common one that will be used by schools (student and staff injuries for example).
* **General Intake Form** is to be used for incidents involving property damage.